

ACCESS “Apply For Benefits”

*A Short Introduction for Community-
Based Service Providers
June 2006*





The Goals of ACCESS are to: _____

- Increase participation in FoodShare, Medicaid and other programs
- Improve customer service and satisfaction
- Ease workload for local agencies

Components of ACCESS

- **Am I Eligible** – 15-minute self-assessment tool (launched 8/16/04)
- **Check My Benefits** – personalized, up-to-date benefit information for recipients (launched 9/30/05)
- **Apply For Benefits** (launched 6/3/06)
- **Report My Changes** – online change reporting tool (scheduled for fall 2006)

Apply For Benefits (AFB) Overview

- AFB can be found at <http://access.wisconsin.gov/>
- AFB is an online application for FoodShare Wisconsin, Family Medicaid/BadgerCare and the Family Planning Waiver Program
- In most cases, AFB will take 30 to 40 minutes to complete

How does an online application work?

- Using the ACCESS website, applicants will provide information needed to determine their eligibility.
- Applicants can complete the whole application at once, or they can save and come back later.
- At the end of the application, the applicant signs the application electronically (using a checkbox) and it will be sent to the county or tribal agency for processing.
- Medicaid applicants do not need to have an interview with a worker, though the worker may need to contact the applicant for more information.
- FoodShare applicants must talk with a worker by phone or in person to complete the application process.
- Applicants may need to provide proof of some items (like income). Applicants can mail, fax or bring this proof to the local agency.

Why use ACCESS instead of paper applications?

- Applicants may apply for FoodShare and Medicaid at the same time.
- ACCESS provides a confirmation and a tracking number for submitted applications. Applicants can then use “Check My Benefits” to check their status.
- ACCESS asks for more of the information that the worker will need for processing. This means less follow-up by phone and mail.
- ACCESS provides immediate feedback about what types of proof the applicant may need to provide.
- Unlike mail-in applications, ACCESS doesn’t require workers to type in applicants’ data. This should result in faster, smoother processing.

Apply for Benefits Screen Examples

Welcome to ACCESS!

ACCESS is a quick and easy way for people in Wisconsin to get answers to questions about health and nutrition programs. Please click on a picture below to choose the tool you would like to use.

To avoid errors when using ACCESS, please do not use the Forward, Back or Stop buttons on your browser. Instead, click on the ACCESS pictures and links to move from page to page.

Am I Eligible?



Click on the picture to see if you might be eligible for FoodShare, Medicaid, BadgerCare, SeniorCare, and other programs.

¿Reúno los requisitos?

Haga clic en el dibujo para

Apply For Benefits



Click on the picture to apply online for FoodShare and Medicaid for Families (including BadgerCare and the Family Planning Waiver Program).

Check My Benefits



Click on the picture to check the status of your FoodShare, Medicaid, BadgerCare, SeniorCare and Caretaker Supplement benefits.









Common Questions



Do you have a general question about FoodShare, Medicaid, BadgerCare, SeniorCare or Caretaker Supplement? Click on the picture to look for the answer to your question.

To start AFB, click on the Apply For Benefits button from the ACCESS home page:
<http://access.wisconsin.gov/>.

6% Complete

-  **Start**
-  **People**
-  **Job Income**
-  **Other Income**
-  **Housing Bills**
-  **Other Bills**
-  **Finish**
-  **Submit**

Getting Started

Let's get started on the application! First, please give us some basic information about you.

Information About You

* First Name : Middle Initial : * Last Name :

After you apply for benefits, you will get letters from your worker. Please click the button to let us know whether we should write your letters in English or Spanish.

☒ English ☐ Spanish

* What county do you live in?

▼

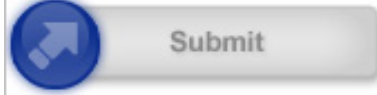
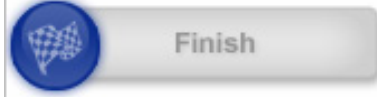
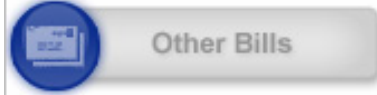
If you are a member of a tribe (or if you live on tribal lands), you may be able to apply for benefits through a tribal agency instead of a county agency. If you would like to do this, click the box to see if your tribe is on the list. We've only listed the tribes with agencies that accept applications for these kinds of benefits. If your tribe isn't on the list, or you would rather apply through the county, leave this question blank.

< click here to choose > ▼

Mailing Address

On the Apply for Benefits web sites, applicants will answer questions about their household, their income and their bills.

28% Complete



Job Income Information

Next, please tell us about the people in your home who have jobs or are self-employed.

Current or Recent Job

Please check the box for anyone who has a job right now or has had a job in the last three months. Don't check this box if the person is on strike from the job right now, if they are paid only with goods or services instead of money, or if they are self-employed. We'll ask about those next.

☒ No one



Annie

On Strike

Please check the box for anyone who has a job but is on strike.

☒ No one

73% Complete

Start

People

Job Income

Other Income

Housing Bills

Other Bills


Finish

Submit

Housing and Utility Bills Summary

Here is a summary of what you've told us. If a section below has a check mark, you have given all of the information we have asked for. If you would like to change your answers or finish a section that doesn't have a check mark, click on "Change." If you would like to remove something, click on "Erase."

Review Your Answers: Housing Bills

Who Pays	What Bills	How Much	Complete?	Change or Erase
 Annie	Rent or Lot Rent	\$500.00	✓	Change or Erase

Add a Housing Bill

To add another housing bill, please choose the name of the person who pays it and the type of bill, then click the Add button.

Name:


< click here to choose >

Type:

< click here to choose >

Add

Review Your Answers: Utility Bills

Who Pays	What Bills	How Much	Complete?	Change or Erase
	Electricity	\$45.00	✓	Change or Erase
	Natural Gas	\$55.00	✓	Change or Erase

Throughout the application, users will see summary pages to help them review and confirm the information they have provided.

Keep track of your application

Your tracking number for this application is **2000004628**.

It's a good idea to write this number down or print this page for your records. If you have questions about your application, having this number will help you get answers more quickly.

Keep in mind that you can use your account to check the status of your application and your benefits on the ACCESS website.

Print Your Application

If you would like to print or save a copy of your application for your files, please click the Print My Application button.

Print My Application

Keep in mind that you'll need to have a program called Adobe Acrobat Reader to see and print this information. If you don't have this program on your computer, you may install it for free by clicking:



After they sign the application electronically and submit it to the local agency, applicants will get a tracking number and a printable version of their application.

Please help us spread the word about ACCESS!

You can order the following printed materials from DHFS:

<i>Item</i>	<i>Publication # (English)</i>	<i>Publication # (Spanish)</i>
3-fold brochure	PHC 16080	PHC 16080S
Referral card	PHC 16077	PHC 16077S
11x17 poster	PHC 16084	PHC 16084S
Check My Benefits card	PHC 16090	Not available in Spanish

- For instructions on ordering printed materials, visit www.dhfs.state.wi.us/em/access/publications.htm

Contact Information

**Have a question or comment about
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